

Grievances Screens

OVERVIEW

PA30, infotype (IT) 0102 is used for entering Grievance records. After you enter IT0102 in the infotype field, select the applicable subtype.

The screens and options available on various fields within the infotype are presented below as a quick guide. See the Business Process Procedure (BPP) *PA30 Maintain Grievances* for complete instructions.

Example #1: Grievances – 3 step no mediation

The screenshot shows the 'Maintain HR Master Data' screen. At the top, there are fields for 'Personnel no.' (0226788), 'Name' (JOE CARDIEL), 'EEGroup' (P SPA Bi-Weekly), 'PersA' (1501 Transportation), 'EESubgroup' (B1 FT S-FLSAOT Perm), and 'CostC' (0000150313 6 /1 Robeson Mnt). Below these are tabs for 'Basic personal data', 'Contract data', 'Gross/net payroll', 'Net payroll', and 'Addtl...'. The 'Basic personal data' tab is active, showing a list of data categories on the left (Infotype text, Actions, Organizational Assignment, Personal Data, Addresses, Bank Details, Family Member/Dependents, Challenge) and a 'Period' selection area on the right. The 'Infotype text' field is set to 'E...'. The 'Period' section has a 'Period' radio button selected, with options for 'From' and 'To' dates, and a 'Choose' button. Below the 'Basic personal data' tab, the 'Direct selection' section shows 'Infotype' set to 'Grievances NA' and 'STy' set to a dropdown menu. A black arrow points from the 'STy' dropdown to a pop-up window titled 'Subtypes for infotype "Grievances NA" (1) 3 Entries found'. This pop-up window has a 'Restrictions' tab and a table with the following data:

ST...	Name
1	Grievance - 3 step no mediation
2	Grievance - 2 step mediation is 1st step
3	Disciplinary Action

Grievances Screens

Create Grievances NA (0102)

Personnel No Name

EEGroup SPA BI-Weekly PersA Transportation

EESubgroup FT S-FLSAOT Perm Statu Active

Start to

Grievance data

Subtype Grievance - 3 step no mediation

Reason Grievance reason (1) 24 Entries found

Grievance number

Date entered

Supervisor

Status

Time from

Resolved at

Result

Estimated costs

Restrictions

Subtype: 1

Reas.	Description
01	DA - Written Warning
02	DA - Demotion
03	DA - Suspens w/o Pay
04	DA - Dismissal
05	AD - Race
06	AD - Sex
07	AD - Religion
08	AD - National Origin
09	AD - Handicap
10	AD - Age
11	AD - Political Affil
12	AD - Creed
13	AD - Unlawful Workpl
14	Veteran Preference
15	Promotion Priority
16	InaccurateMisleading
17	Whistleblower
18	RIF
19	Violation Fed Law
20	Other
21	AD - Color
22	DesignatExemptStatus
23	Multiple Reasons
24	Retaliation

24 Entries found

Grievances Screens

Create Grievances NA (0102)

Personnel No Name
EEGroup SPA Bi-Weekly PersA Transportation
EESubgroup FT S-FLSAOT Perm Statu Active
Start to

Grievance data

Subtype Grievance - 3 step no mediation
Reason DA - Dismissal
Grievance number
Date entered
Supervisor MYRON ABLER

Status

Time from Initial Filing
Resolved at
Result

Estimated costs USD

Time from (1) 10 Entries found




Restrictions

Grievance level type: A

GL	Description
50	Initial Filing
51	1-Step 1
52	1-Step 2
53	1-Step 3
54	2-Mediation
55	2-Hearing
56	FAD
57	OAH
58	SPC
59	Court

Grievances Screens

Create Monitoring of Tasks (0019)



Personnel No	70226788	Name	JOE CARDIEL
EEGroup	P	SPA Bi-Weekly	PersA 1501 Transportation
EESubgroup	B1	FT S-FLSAOT Perm	Statu Active

Task

Task Type	0 5 Days	
Date of Task	11/26/2007	Processing indicator New task

Reminder

Reminder Date	11/25/2007
Lead/follow-up time	<input type="text"/> <input type="text"/> <input type="text"/>

Comments

Grievances Screens

Example #2: Grievances – 2 step mediation is 1st step

Create Grievances NA (0102)

Personnel No Name

EEGroup SPA Bi-Weekly PersA Transportation

EESubgroup FT S-FLSAOT Perm Statu

Start to

Grievance data

Subtype Grievance - 2 step mediation is 1st step

Reason

Grievance number

Date entered

Supervisor

Status

Time from

Resolved at

Result

Estimated costs




Subtype: 2

Reas.	Description
01	DA - Written Warning
02	DA - Demotion
03	DA - Suspens w/o Pay
04	DA - Dismissal
05	AD - Race
06	AD - Sex
07	AD - Religion
08	AD - National Origin
09	AD - Handicap
10	AD - Age
11	AD - Political Affil
12	AD - Creed
13	AD - Unlawful Workpl
14	Veteran Preference
15	Promotion Priority
16	InaccurateMisleading
17	Whistleblower
18	RIF
19	Violation Fed Law
20	Other
21	AD - Color
22	DesignatExemptStatus
23	Multiple Reasons
24	Retaliation

24 Entries found

Grievances Screens

Create Grievances NA (0102)



Personnel No

Name

EEGroup SPA BI-Weekly

PersA Transportation

EESubgroup FT S-FLSAOT Perm

Statu

Start to

Grievance data

Subtype Grievance - 2 step mediation is 1st step

Reason AD - Age

Grievance number

Date entered

Supervisor DELMER BORGERS

Status

Time from








Resolved at

Result

Estimated costs

Time from (1) 10 Entries found

Restrictions



Grievance level type

GL	Description
50	Initial Filing
51	1-Step 1
52	1-Step 2
53	1-Step 3
54	2-Mediation
55	2-Hearing
56	FAD
57	OAH
58	SPC
59	Court

Grievances Screens

Create Grievances NA (0102)

Personnel No Name

EEGroup SPA Bi-Weekly PersA Transportation

EESubgroup FT S-FLSAOT Perm Statu Active

Start to

Grievance data

Subtype Grievance - 2 step mediation is 1st step

Reason AD - Age


Grievance number

Date entered

Supervisor DELMER BORGERS

Status

Time from 2-Mediation

Resolved at  **Resolved at (1) 8 Entries found**

Result

Estimated costs

Restrictions

Grievance level type: 3

GL	Description
60	Step 1-1
61	Step 1-2
62	Step 1-3
63	Step 2-1
64	Step 2-2
65	FAD
66	OAH/SPC
67	Appeal to Court

Grievances Screens

Create Grievances NA (0102)

Personnel No Name

EEGroup SPA Bi-Weekly PersA Transportation

EESubgroup FT S-FLSAOT Perm Statu

Start to

Grievance data

Subtype Grievance - 2 step mediation is 1st step

Reason AD - Age

Grievance number

Date entered

Supervisor DELMER BORGERS

Status

Time from 2-Mediation

Resolved at Step 1-1

Result

Estimated costs

Grievance result (1) 17 Entries found

Restrictions

Grievance level type: R

GL	Description
20	Dismissed at Agency
21	Dismissed at OAH
22	Withdrawn
23	Resolved w/Mediation
24	Resolved prior FAD
25	Final Agn Decision
26	File w/OAH/APPLD SPC
27	CAH Decision
28	SPC Final Dec&Order
29	Sup Court Decis on
30	Crt Appeals Dec sion
31	Supreme Crt Decisicn
32	Remanded
34	Compliance Dispute
35	Settlement any Stage
36	Warning Resolved
37	Warning Key In Error